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BACHELOR OF COMMERCE (B.COM)
EXAMINATION: MAY- 2024
FIRST SEMESTER
Subject: Computational Skills (BCOM19-105)

Date: 24/05/2024   **Total marks: 60**   **Time: 10.00 am to 12.30 pm**

Instructions: 1) Attempt all Questions
2) Figures to the right indicate full marks

Q. 1)   **Answer the Multiple- Choice questions. (Any 10)**   **(10)**

1. Shortcut key to replace particular text is _____.

   a) Ctrl + V   b) Ctrl + H

   c) Ctrl + Z   d) Ctrl + J

2. Shortcut key for spell check is _____.

   a) F7   b) F3

   c) F8   d) F4

3. Shortcut key to take a print of selected text or picture is _____.

   a) Ctrl + V   b) Ctrl + C

   c) Ctrl + P   d) Ctrl + Enter

4. Which of the following helps to reduce spelling error in the document?

   a) Auto Format   b) Smart Tags

   c) Auto Correct   d) Auto Text

5. Which of the following do you use to change margins?

   a) formatting toolbar   b) page setup dialog box

   c) standard toolbar   d) paragraph dialog box

6. Which of the following commands should you always use before submitting a document to others?

   a) Find command   b) Replace command

   c) Spelling and Grammar   d) Thesaurus

7. What lets you to create new presentation by selecting ready-made font color and graphics effects?

   a) Design Template   b) Presentation Template

   c) Master Slide   d) Object Color

8. A new presentation can be created from _____.

   a) Blank Presentation   b) From Existing Presentation

   c) From Design Template   d) All of above

9. The title bar is a bar located at the top of a window or a dialog box that displays the name of the window or software program being used.

   a) True   b) False

   c) Can't Say   d) None of these

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10. In which menu can you find features like Slide Design, Slide Layout etc.?

   a) Insert Menu   b) Format Menu

   c) Tools Menu   d) Slide Show Menu

11. The key F12 opens a _____.

   a) Save As dialog box   b) Open dialog box

   c) Save dialog box   d) Close dialog box

12. Shortcut key to find particular text is _____.

   a) Ctrl + F   b) Ctrl + H

   c) Ctrl + Z   d) Ctrl + J

13. The primary storage unit is also called as _____.

   a) Secondary Memory   b) Memory

   c) Main Memory   d) none of these

Q. 2)   Write Short Note (Any 3)   **(15)**

   1. Header and Footer in MS Word

   2. Page Set up option in MS Word

   3. Printer

   4. Scanner

   5. Insert bar in MS Word

Q. 3)   Answer the following question in 150 words. (any 2)   **(20)**

   1. Explain any three formulas in MS excel.

   2. Define Computer? Write down the characteristics of the computer.

   3. Explain Page Layout tab in MS word.

   4. Explain Steps in creating new document in MS Word.

Q. 4)   Answer the following question in 300 words. (any one)   **(15)**

   1. What are the uses of Microsoft Word?

   2. Explain Formula toolbar in MS Excel

   3. What are the uses of Microsoft PowerPoint?

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